

Vacancy Announcement #P00-265 ADB

VACANCY ANNOUNCEMENT

POSITION: Administrative Assistant (OA), GS-303-7

LOCATION: Bureau of Alcohol, Tobacco and Firearms
Office of Management
Acquisition & Property Management Division
Contracts and Simplified Acquisition Branch
Washington, DC

OPENING DATE: July 20, 2000 **CLOSING DATE:** August 21, 2000

AREA OF CONSIDERATION: All sources and Veterans who are preference eligible or who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply. Competitive examining authority has been delegated to the ATF by the U.S. Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral. Career or Career Conditional candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications. If only one application is received it will be considered under merit promotion.

MAJOR DUTIES: The incumbent supports the administrative needs and requirements of the Acquisition and Property Management Division in the areas of financial and budget operations, improved office procedures, program support, clerical staffing and training, office services, and property accountability. Serves as the budget coordinator with responsibilities to provide input to develop the Division's budget and monitor the Division's expenditures. Informs Division management of potential budget concerns and recommends possible solutions to noted problems including reprogramming from one account to another. Compiles budgetary data for higher level analysts and specialists for their use in planning, developing, analyzing and /or evaluating operational program matters for the Division. Evaluates Division operating procedures in an effort to streamline and improve them. Develops and oversees procedures to support various program initiatives throughout acquisition and material management offices. Conducts customer service activities associated with requisition tracking and status, estimated delivery dates for supplies and services, problem follow-up and resolution, and procurement and property matters. Oversees the process for staffing of Division clerk-typists and secretaries. Conducts preliminary interviews with potential new hires. Serves as the principal liaison with all Acquisition Property management branches on issues such as office renovations/moves, movement of furniture, excess property and property accountability. Conducts and certifies the annual property inventory and other periodic inventories. Reviews documents and prepares Reports of Survey when required. Identifies and reports surplus property to the Material Management Branch. Serves as the administrative and secretarial support to the Division. Coordinates

communications and correspondence addressed or routed to the division managers. Instructs and advises secretarial and clerical employees of the Division concerning the format, procedures, and policies relating to the preparation and routing of correspondence, time and leave documents, travel vouchers, etc. Provides training to new clerical employees in the operation of computer systems and applications.

QUALIFICATION REQUIREMENTS: All applicants must have had one (1) year of specialized experience equivalent to the next lower grade in the Federal Service. The quality, type and scope of experience and training must show that the applicant is fully qualified to perform the duties required of the position. All applicants must meet qualification requirements within thirty (30) days after the closing date of this announcement.

SPECIALIZED EXPERIENCE: Experience that has equipped the applicant with the particular knowledge, skills and abilities (KSA's) to perform successfully the duties of the position that is typically in or related to the work of the position to be filled.

EVALUATION METHODS: All applicants will be evaluated and given points on relevant experience, formal college level education, training and self-development within the past five years; Quality Step Increase (QSI), Sustained Superior Performance (SSP), Special Act and Suggestion Awards; current performance appraisal; and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best qualified applicants.

SUPPLEMENTAL EXPERIENCE STATEMENT

On a separate sheet of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the items listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Knowledge of basic budget techniques and procedures for monitoring budget actions and requests in order to review and compile budget requests, research budget problems, monitor the status of accounts, and recommend reprogramming of budget funds.
2. Knowledge of the basic concepts of office administration in order to monitor accountability of division property and to conduct property inventory, coordinate office moves, renovations, etc.
3. Knowledge of the functions and capability of office automation software such as database, spreadsheets, and word processing software in order to prepare documents and reports.
4. Skill in oral communications in order to obtain and provide information.
5. Skill in written communications in order to develop a variety of documents and reports.

CONDITIONS OF EMPLOYMENT

The following statements are applicable if checked:

- ☐ A pre-employment physical is required.
- ☐ A pre-employment drug test is required.
- ☒ A pre-employment background investigation is required.
- ☒ Incumbent must be a U.S. citizen.
- ☒ Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- ☒ Non-ATF applicants will not be reimbursed for travel and relocation expenses.
- ☐ Subject to supervisory/managerial probationary period.
- ☒ Position is at the full performance level.

Other: _____

GENERAL INFORMATION

1. Applications will not be returned to applicants.
2. Applications must be received by the closing date of this announcement.

HOW TO APPLY:

- A. Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below, or by dialing into the Office of Personnel Management's electronic bulletin board system at 912-757-3100, through Internet, (Telnet connections only at WWW.USAJOB.OPM.GOV). The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title series, grade and vacancy announcement of the vacancy for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experience most relevant to this position, include name of employer, dates of employment, job title, grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, GPA, major/minor field of study.
8. Relevant training: course titles, dates, number of hours and institutions.
9. Description and year of awards, honors, and special qualifications such as language, computer skills, typing speed.
10. Clear identification of U.S. citizenship.

- B. Additional information/completed forms should be submitted, if checked:

- ☒ Written response to the Supplemental Experience Statement.
- ☒ DD-214, if claiming 5 point preference. (For non-status consideration only.)
- ☐ Both DD 214 and SF-15, if claiming 10 point preference. (For non-status consideration only.)
- ☐ College transcripts of lists of college courses.
- ☒ Race /National Origin Identification (SF-181). Information submitted will be used for statistical reports only.
- ☒ OPM Form 306, Declaration for Federal Employment.
- ☒ Performance appraisal, dated within the last year. If not submitted, credit will **not** be given for

that portion of the evaluation process. (For status consideration only.)

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- ☒ Current/former Federal employees – SF-50 reflecting competitive status.
- ☐ Applicants with disability or veterans eligible for non-competitive appointment. Provide appropriate documentation.
- ☐ Current Notice of Results.
- ☒ Competitive examining authority has been delegated to ATF by the U.S. Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral. Status candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications.
- ☐ Self-certification for typing proficiency.
- ☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class.
- ☐ Other:

SEND COMPLETED APPLICATION TO:

Bureau of Alcohol, Tobacco and Firearms
Employment Branch, Room 4170
Attention: Ann Blagmon
650 Massachusetts Avenue, NW
Washington, DC 20226
(202) 927-8630
Telecommunications Device for the Deaf (202) 927-7964

You may also use web-site www.usajobs.opm.gov to find out about other job opportunities.

DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAIP/CTAP).

Federal employees seeking ICTAP/CTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a). This includes a copy of the agency notice and a copy of their most recent SF-50, noting current position, grade level and duty location. They must be rated well qualified. ICTAP/CTAP applicants must meet the mid-level range of the crediting plan for all factors.

THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES ON A CASE-BY-CASE BASIS. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE POINT OF CONTACT LISTED ON THIS VACANCY ANNOUNCEMENT.

AN EQUAL OPPORTUNITY EMPLOYER

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, SEXUAL ORIENTATION, RELIGION, OR ANY OTHER NONMERIT REASON.